

**EXHIBIT “B”**  
**Exterior Landscape Maintenance Services**  
**Palmer State Office Building**

**Scope of Work**

The intent is to provide a complete program of exterior landscape maintenance services for the Palmer State Office Bldg. The area for landscaping services falls within the outlined area on the site plan included in this RFP. The monthly rate quoted will continue until lawn growth is stopped by frost. Once growth has stopped due to frost the monthly rate will be changed to a prorated daily rate based on the monthly rate.

**General Provisions**

PTP Management, Inc. as Contractor employs the Sub-Contractor to maintain the Property including the common grounds of the Owner and will be under the supervision of the contractor. Sub-Contractor or its employees shall not accept notice, changes or directions from anyone other than the Contractor.

**Subcontractor’s Duties & Responsibilities**

Subcontractor (SC) will, at his own expense, immediately arrange for the repair and /or replacement of any damage done to Owner’s property or Tenant property caused by the SC during the performance of his duties. In the event the SC fails to perform said repair or replacement in a timely manner, the Owner or Contractor may make arrangements for said repair or replacement and deduct the related costs from sums owing to the SC.

SC shall furnish labor, equipment and material and perform all work in accordance with the highest standards of the industry to properly maintain the grounds of the designated properties.

SC shall take all reasonable precautions to protect other property on the grounds. SC shall cause as little inconvenience as is possible to business activity during normal business hours. SC or its employees shall not block ingress or egress to drives, parking areas, pedestrian areas or entries during performance of the work.

SC shall use such herbicides, pesticides or other control measures necessary to prevent or control weeds and fungi (such as dandelion, chick weed and

mushrooms), disease and insect infestation. Extreme care shall be exercised in the selection of materials and their application and use to preclude hazard to people and animals and damage to structures and other plants. Material Safety Data Sheets will be supplied to building management prior to the use of any chemical compounds. Weeds will be pulled by hand in areas where the use of herbicides would cause a hazard to plants, animals, people or structures.

## **Specific Schedule of the Work**

### **General Spring Clean up grounds will include:**

#### **May 1 – May 15 Spring Season**

##### **Grounds**

Aerate Lawn as needed to promote a healthy lawn condition.  
Thatch/rake lawn and remove all dead grass, leaves, trash and foreign materials.  
Have soil tests taken before liming and fertilization. Apply lime and fertilizer to lawn as required and water immediately to prevent damage to grass and plants.  
First cutting of lawn to a height of 2 to 2 ½ inches.  
Sweep all dirt and debris, resulting from performance of SC duties, from asphalt and concrete areas.

#### **Summer Season -May 15 through September 30**

##### **All Areas**

Mow and trim lawn as required keeping the height of the grass 2 to 2 ½ inches. SC will immediately remove all grass clippings.  
Each mowing, SC will edge lawn areas where they meet curbs, driveways or sidewalks so as to maintain a neat and even line.  
Apply sufficient water to lawn area. SC will apply water only as fast as the soil will absorb it and will not apply excess water that will cause undesirable erosion. SC will not allow water to spray on building windows or parked cars.  
Clip grass adjacent to trees, shrubs, walls and other obstacles as required to maintain a height less than 2 ½ inches and remove grass clippings.

Apply fertilizer to lawn areas at least four times per season minimum (including spring application) to promote proper grass color and growth and water as recommended by fertilizer manufacturer.

Re-seed damaged lawn areas to ensure germination and growth. Newly seeded areas will be hand weeded and kept weed free until new grass is established. Seeding of winter and spring damaged areas will be completed before June 1.

Remove exposed rock in lawn areas; fill holes with dirt and seed as needed. Lawn will be kept free of loose, non-ornamental rocks and stones at all times.

Keep flowerbeds and landscaped areas free of leaves and grass clippings at all times.

Sweep all dirt and debris, resulting from the performance of the SC duties, from asphalt and concrete areas.

Monitor asphalt and concrete areas and apply herbicides in a safe manner and as needed to maintain a weed free condition.

## **FALL SEASON – October 1 onward**

### **All Areas:**

Ensure all leaves and other debris are removed from the grounds.

Continue to mow the lawn pursuant to the summer schedule until growth is stopped by frost.